



*To reach Iowa-Missouri, North America, and the world with the distinctive, Christ-centered Seventh-day Adventist message of Hope and Wholeness.*

### **Job Description**

**Position Title:** HR Coordinator  
**Department/Location:** Human Resources/West Des Moines, IA  
**Immediate Supervisor:** Conference Officers  
**Status:** Full-time, Exempt  
**Wage Scale:** NAD Remuneration Scale (87-102%)  
**Date:** June 30, 2025

### **Job Summary**

The Human Resources Coordinator works directly with Conference leadership to plan and direct the implementation of services, policies and personnel related programs, ensuring that the Conference remains in compliance with federal and local labor/employment laws in Iowa and Missouri and in alignment with MAUC and NAD working policies/requirements.

### **Essential Duties and Responsibilities**

- Administer policies in compliance with NAD/MAUC policies, federal, state and local laws.
- Stay abreast of federal, state and local labor laws, and industry trends.
- Analyze and develop policies, procedures, methods, or standards, and make recommendations regarding Iowa, Missouri, conferences, personnel, policies/practices, including compensation, benefits, operating procedures, etc.
- Work directly with local schools and churches to answer questions regarding the new hire/employment process, providing preliminary new hire assessments and following up as needed.
- Plan and conduct new employee orientation, coordinating with departmental directors as needed.
- Prepare and send new hire paperwork for all new hires. Follow up on checklists, ensuring forms are completed properly, filed, and distributed to appropriate departments.
- Review I-9 Forms for new hires checking for accuracy and correctness; manage I-9 Retention files.
- Assist with employee data entry tasks into various HR systems such as APS, BSwift, service records, etc.
- Assist with ensuring employee and volunteer compliance with required training (i.e. child protection, sexual harassment, blood borne pathogens, etc.) and background checks.
- Maintain the HR Inbox and voicemails and return inquiries in a timely manner.
- Provide current prospective employees with information about policies, job duties, working conditions, wages, and employee benefits.
- Perform internal audit of human resources processes to ensure compliance with federal, state and local legislation, as well as MAUC and NAD policies and requirements.
- Work with the education and treasury departments to prepare annual teacher letters of employment.

- Prepare retirement estimates as requested and process retirement applications, working directly with retirees and the NAD retirement office to answer questions and resolve any issues.
- Process FMLA requests in a timely manner that comply with legal requirements and communicate appropriately with employees regarding the process and their rights and responsibilities.
- Process worker's compensation claims, working directly with employees and insurance companies.
- Work with churches to process and communicate on insurance claims.
- Attend the annual NAD human resources and risk management conference.
- Other duties as needed or assigned.

### **Performance Factors**

The following Performance Factors are used during the annual review process to determine if the employee meets job expectations:

- Attendance and punctuality: the employee must be available and attend necessary meetings and arrive on time to planned events and activities. Employee must complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively, both verbally and in writing with supervisors, colleagues, volunteers and members.
- Wearing the armor of the fruit of the spirit, the employee exhibit, a professional manner, and dealing with others and works to maintain constructive working relationships.
- The employee maintains the department budget.
- The employee commits to maintaining certification, continuing education and sets measurable goals (short and long-term) for both personal and professional growth/development.

### **Qualifications/Requirements**

- **Education:** BA Degree or equivalent experience required, advanced degree in a related field preferred. Human Resources Certification highly desired (i.e. PHR/SPHR).
- **Experience**
  - Minimum of five years' experience in personnel, management and related disciplines preferred
  - Knowledge of employment laws, legal codes, and government regulations (federal, state and local ordinances)
  - Knowledge of principles and procedures for personal recruitment, selection, training, compensation, and benefits, and personnel systems.
- **Competencies** (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Service Orientation – actively look for ways to help people inside and outside of the IA-MO church(es), schools and other entities.
  - Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - Speaking – The ability to talk to others to convey information kindly and effectively.
  - Planning/organizing – Ability to schedule and plan future events
  - Analytical/critical thinking – Able to think through issues, using logic and reasoning to identify the strengths and weaknesses or alternative solutions, conclusions, or approaches to problems.
  - Problem solving – Ability to hear all sides of an issue and come to a collaborative conclusion
  - Job motivation/initiative – Be able to work alone and show initiative in research and bring solutions to issues.
  - Time management – Ability to assess priorities
  - Personnel Files – In cooperation with conference leadership, maintain employee files

- Technology – Ability to basic computer programs such as Word, Excel, and email as well as denominational programs such as APS, BSwift, eAdventist, etc.
- **Membership** in a local, Iowa-Missouri Conference church
  - Must be a Seventh-day Adventist member in good standing.
  - If transferring from outside the conference, membership must be transferred to an in-conference church within six months of employment.

### **Typical Physical Demands**

Must be able to read, speak, and hear. Must be able to effectively communicate in English both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, and lift. The employee is frequently required to use stairs and drive/operate a vehicle.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working Conditions**

The Human Resources Coordinator works out of a well-lighted and ventilated office; however, the individual will spend some time working around the Conference throughout Iowa and Missouri.

The Human Resources Coordinator position requires great flexibility in hours available for work, including evenings and weekends. The position is a full-time, salaries position and while the salary is based upon a projected 40 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. **It is therefore understood that the Human Resources Coordinator shall:**

- Keep the Conference informed as to how they can be contacted.
- Notify their direct supervisor in the event of an unforeseen and untimely absence from regularly scheduled events or meetings.
- In the case of extended time away from the office arrange to receive messages.
- Be familiar with and operate within the guidelines set forth in the Employee Handbook.

***Please Note:*** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Iowa-Missouri Conference Administration reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.